



## JOB DESCRIPTION

Position Title: **Planner**

Working Area: **Planning & Development**

Class Code: 4905

Exempt

EEO Code: 02

Effective Date: August 30, 2002

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### **Major Function**

Professional work with responsibility for technical assignments or comprehensive and current planning projects in the Planning & Development Department.

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Provides input in initiating and promulgating programs and procedures needed to implement comprehensive planning as described in the work program. Provides input in recommending the establishment, abolition, or revision of ordinances, rules, regulations, capital improvement schedules, and other implementation methods for comprehensive planning and general County activities.

Prepares and presents written and oral presentation and reports for the Board of County Commissioners, other government officials, community, and other interested groups and individuals. Represents the department on committees and study teams designated by the Board of County Commissioners or Department Director.

Implements and participates in developing and reviewing research, analysis, and interpretations of data. Performs review of current development proposals.

Provides input in conferring and coordinating with civic leaders, government officials, industrialist, educators, financiers, citizens and other interested groups and individuals in order to ascertain factual basis for planning projects and studies, as needed.

Performs other duties as assigned or as may be necessary.



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### **Minimum Qualifications**

Knowledge of principles and practices as applied to the collection of planning data and in the preparation of comprehensive planning reports and studies. Knowledge of Local, State and Federal regulations pertaining to city and county planning issues, regulations, grants and programs. Knowledge of statistics, graphics, and basic research methods employed in assimilating, compiling, evaluating, and presenting information and recommendations.

Ability to conceive, plan, and participate in research and planning projects. Ability to analyze and interpret complex data, present information, ideas, and recommendations both orally and in writing. Ability to establish and maintain a working relationship with agencies, groups, and individuals associated with planning issues. Ability to communicate effectively both orally and in writing.

Bachelor's Degree in Planning or Public Administration, and one (1) year of local governmental planning experience.

Must possess and maintain a valid Florida Driver's License.

*A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

### **Working Conditions**

The work environment for this position is a general office setting with some fieldwork as necessary. Incumbents perform most duties sitting at a desk, table or workstation. Incumbents in this position have regular exposure to radiant and electrical energy found in an office environment.